

Dear AmCham EU Members,

Over the last few weeks and days, AmCham EU has been monitoring the COVID-19 global outbreak regularly and closely. We continue to follow the instructions of the Belgian authorities as well as relevant internal guidelines issued by our member companies, Brussels-based and international associations and governments. For now, AmCham EU will continue its activities on a 'business as usual' basis until further notice but most likely with increased digital presence.

Further to a meeting of our Board of Directors last Friday, I am writing to share with you our updated guidelines as well as recommendations with regards to our activities. This discussion included making the decision to postpone our Transatlantic Week 2020 to the autumn (see full communication below).

Overall, please rest assured that we are doing our utmost to sustain the highest level of member service in spite of the circumstances, while protecting the health and safety of members, stakeholders and staff which remains our top priority. We are also committed to playing a responsible role in preventing the spread of COVID-19.

Please do not hesitate to reach out to me, should you have any further questions and please do review our Daily Brief regularly for the latest updates.

Best regards,

Susan Danger

CEO

AmCham EU

GUIDELINES

Meetings in the AmCham EU offices

- Committee and Task Force meetings will continue to run as normal (pending speakers' availability).

- For members unable to attend the meetings in person, increased solutions for digital presence are being put in place through a new Webex subscription (thanks to Cisco).
- Upon arrival at the AmCham EU office, all visitors are now asked to sign in the log register.

Upcoming events and delegations hosted by AmCham EU

- Decisions will be made on a case-by-case basis and reviewed daily.
- For each upcoming event, we are assessing the situation based on the latest guidelines, the availability of speakers and participants as well as financial risk.
- For the month of March, the following was decided: Financial Services Delegation to Strasbourg this week (**postponed**); Diversity and Inclusion/Healthcare Breakfast Thursday 12 March (**postponed**); Tax Plenary meeting Tuesday 23 March (**going ahead**); and Transatlantic Week 25-27 March (Transatlantic Reception/Transatlantic Conference/Brussels Briefing) (**postponed**) – see below.

Preventive measures in place

- Any AmCham EU member or employee returning from a trip to an area where a large number of cases have been reported may be asked to avoid coming to our office; if you would like to attend a meeting, please check with the organiser if you can dial in.
- Avoid shaking hands in general when greeting stakeholders.
- Wash your hands frequently and ideally with soap and water for 20 seconds or alternatively with alcohol-based hand sanitiser.
- Follow the 'cough etiquette'.
- Should you have fever or flu symptoms, please get a check-up (at home) and/or stay at home and away from the AmCham EU offices.
- All non-essential travel will be restricted for AmCham EU employees (case-by-case) in line with member company restrictions and employees are encouraged not to travel to any category 3 areas for private reasons.
- Limit the number of non-essential meetings.

Transatlantic Week

The American Chamber of Commerce to the EU (AmCham EU) is postponing its

Transatlantic Week 2020 (Wednesday 25 March to Friday 27 March). The series of events, which includes the Transatlantic Reception, the Transatlantic Conference and the Brussels Briefing for European AmChams, will be rescheduled to the autumn.

In light of the COVID-19 global outbreak, the AmCham EU Board of Directors has decided to postpone the events as a precaution to ensure the health and safety of our guests, speakers, members and staff. In addition, current guidelines restricting international travel for government officials and corporates are limiting the ability of many guests to attend.

The Transatlantic Week has always been about bringing people together from both sides of the Atlantic to discuss the future of the transatlantic relationship. We feel that in the current circumstances we are not able to meet this goal.